Program Area

Invoice Received

Invoice may be received on paper or electronically (e-mail)

Date Stamp Invoice

DWD ? — No → Check PO Balance

Yes → Enter into DWD Rapids

Commodity ? — Yes → Review Receive Doc

No → Check Docu-mentation

Documentation okay? — No → Vendor or Accounting?

Yes → Sign & Approve

Call Vendor — Vendor

Manual Approval (Signature/ Date)

Accounting

Sign & Approve

Enter Payment into Payment System (Purchase Plus) Or WiSMART

Assigned Document Number

Accounting

Check w. Accnt

Invoice to Accounting → Page 2

Accounting

Page 1

WiSMART Agency? — No → Interface → Interface File

DWD/Rapids checks automatically for 3-way match. E-mail program area if there is a problem.

Yes → Voucher Jacket → Note Check # → File

Correct SUSF

Intercept Memo

Mail to Satellite Office

Central Office? — Yes → Match to Remit Advice/Attahcments → Mail

No

WiSMART

WiSMART Processing → Accepted? — No → Correct SUSF; Yes → WiSMART Check or EFT → Intercept? — No → Check Returned? — No → Mailed Centrally

Yes → Central Office?

DOA/CM DOR?

Send Letter to Vendor and Agency